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3 February 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM:

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Director of Information Services

SUBJECT: OIS Weekly Report (27 January-2 February 1982)

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Office of the Director of Information Services

The DCI accompanied by the DDA visited OIS on 29 January where they were briefed on the Agency's Freedom of Information and Privacy Acts process and the administrative burden and costs it entails. The DCI requested the preparation of background information and graphic displays for a meeting he is having on 3 February with representatives of the American Newspaper Publishers Association. These were completed and a series of briefings were held on 1 February for the DCI, DDCI, DDA, and DDO.

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The annual report to the Congress concerning the Agency's administration of the Freedom of Information Act during calendar year 1981 is being completed and will be forwarded for DDA signature very shortly.

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Guidelines for the review of non-official publications and oral presentations by employees and former employees are being prepared for presentation to the Chairman, Information Review Committee. They will be forwarded within the next few days.

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Classification Review Division

CRD reviewed a total of 1,975 CIA documents (15,731 pages) and declassified 2.5 percent. An additional 78 non-CIA documents (304 pages), one Department of State galley proof (315 pages), seven manuscripts (596 pages), and three miscellaneous documents (228 pages) were also reviewed.

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CRD presented its concerns to the Agency Historian about potential revelations of Agency activities conducted during the Vietnam war which could be included in a series of publications for which the Army Center of Military History has contracted. The Historian was asked to stress to the head of the Center CRD interest in reviewing these officially-sponsored histories prior to publication.

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Records Management Division

Two representatives from RMD attended the 53rd meeting of the Information Handling Committee's (IHC) Micrographics Working Group, just reactivated after several months of inactivity. The first task to be undertaken will be a review of the existing IHC Micrographics standard published in 1979, update as necessary, and republish. ☐

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A demonstration of the RAMS Reference Subsystem and the DECAL system was conducted for the DDA and the ADDA in the Office of Personnel. ☐

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TSCADS began calendar year 1981 with a backlog of 31,638 items to be keyed into the data base. During 1981, an additional 50,086 items were received. Of the total 81,724 items for entry into the system in 1981, 66,031 items were actually entered, leaving a year-end backlog of 15,693 items. ☐

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Regulations Control Division

RCD's workload of regulatory issuances was reduced from 123 to 118 active jobs during the past week representing the difference between those issuances published and newly initiated proposals. For this reporting period, RCD carried out the following 33 actions on issuances: six were newly initiated; seven were in active negotiation; two were circulated for Agency-wide coordination; two were provided to OGC for legal concurrence; five were forwarded to the DCI, DDCI, DDO, or DDA for approval; ten were published by the Printing and Photography Division; and one was canceled by RCD. ☐

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In reviewing with RCD the procedures involved with microfiched regulations being sent to the field, Chief, Audit Staff endorsed the recommendation that hard copy accompany the microfiche to the field stations. Depending on local situations, the hard copy could be retained up to 30 days to enable familiarization with revisions in regulations so that microfiche could be referenced accordingly. Chief, Audit Staff proposed this procedure to Chief, Information Management Staff, DO, who was in full accord with implementing it. ☐

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RCD completed research of a large number of regulations, including revisions, involved in a Freedom of Information Act case of a former employee that is now in litigation. Copies of these regulations have been forwarded to the Offices of Personnel and General Counsel for review with the reminder that RCD must be consulted and DDA approval obtained should any regulation or portion thereof be considered for release as a result of this litigation.

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Information and Privacy Division

A separate report is attached.

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Attachment:
As stated

EXO/OIS: (3 Feb 1982)

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